

TAU BETA PI

CONVENTION

HANDBOOK

Note; add Hirsch matl 6/95

1994

INTRODUCTION

The National Convention of Tau Beta Pi is comprised of one delegate from each collegiate chapter, alternate delegates, the national officers of the Association, and delegates from several alumnus chapters. The Convention is the supreme governing body of Tau Beta Pi in all matters, legislative, judicial, and executive. Only the Convention can charter new chapters or suspend old ones. It has the final voice in all financial matters, and all national officers, including the Executive Council, must report their actions to it.

A measure of the Convention's importance to Tau Beta Pi is its cost; total expenses can exceed \$160,000 depending upon location of the host chapter. The success of the annual meeting rests in large measure on the host chapter. Therefore, your chapter and its Advisory Board have undertaken a major responsibility.

Your chapter has offered to serve as host for Tau Beta Pi's National Convention and your offer has been accepted. It is an honor to have been selected as host. Many chapters have never hosted a Convention, and only a handful have served more than once. The Association is most grateful to you and your institution for accepting this challenge.

Besides providing the utmost in service to the Association, you will also be advancing the interests of your institution and community in a major way. A Convention means that more than 430 convention-goers, many outstanding engineering students from 220 other institutions, will be getting a close look at your school. By bringing these people to your campus, you are providing a valuable public relations function for your institution.

Thus, a well-planned and executed Convention reaps major benefits for Tau Beta Pi, your college, and your chapter. It is the purpose of this handbook to guide you toward a most successful Convention. It contains answers to many questions and outlines procedures which have been found to be desirable through the experience of many previous Conventions. The Secretary-Treasurer (ST), Assistant Secretary-Treasurer (AST), and all of the other national officers stand ready to aid you at any time.

ARRANGEMENTS CHAIR

The Arrangements Chair is the host chapter's chief planner, its liaison with the national Association, and has the responsibility for supervising all host chapter planning and operations, before, during, and after the Convention. All information and instructions from Headquarters to the various Convention committees will be channeled through the Arrangements Chair.

The Arrangements Chair is the key to the success of the Convention. The first major task for the host chapter is to select the Chair **at least** one year prior to your Convention. The Chair will attend the prior Convention at Association expense. Your chapter president has plenty to do without also being in charge of the Convention; thus someone else should be selected. Whoever serves as Chair should be on campus during the summer prior to the Convention, since much work is done then.

The remainder of this section is directed at the Arrangements Chair.

An integrated chain of command should be established immediately, for the following reasons:

1. This gives the chapter a system through which it can feed ideas and suggestions.
2. Chapter members will work a lot harder and better on THEIR Convention than on YOURS, and being involved from the start will give them a greater sense of participation.
3. There are a number of particulars concerning the Convention which can and must be planned as soon as possible. You and your host chapter members will never regret having had "too much" time in making these arrangements prior to the Convention.

Get your deans, chapter advisors, and faculty alumni involved from the start. Involving members of the administration early can make things go more smoothly later. If there is an alumnus chapter in your area, contact the officers of that chapter and suggest ways in which alumni can participate in the Convention. They will be most willing to help and probably will be able to save you time and effort. Further, you will be laying groundwork for Convention attendance by local people and for emergency help if you need it. Be sure to tell your alumnus and host chapter members that their spouses or guests are included in the invitation to attend the Convention. Spouses and non-member guests (who must pay for all meal tickets) will only be interested in the evening meal functions since the business meetings will be concerned with Tau Beta Pi matters.

Arrangements Chair -- continued

You may decide to have two assistants, with half of your committees reporting to one assistant and the remainder to the other assistant. Such a procedure leaves the Arrangements Chair free to concentrate on overall aspects of the Convention. It is a good idea to have an organization chart in a place where chapter members can trip over it, so that questions can be taken directly to the committees concerned.

The specific committees required will vary with local circumstances. The remainder of this handbook is arranged in functional sections as follows:

- Housing
- Physical Facilities
- Meals
- Transportation
- Registration
- Treasurer
- Hospitality
- Initiation
- Speakers
- Head Table Seating
- Duplication
- Souvenir
- Banner
- Group Photograph
- Guests' Program
- Campus and Area Tours
- Publicity
- Corporate Donations

You may not need a committee for each of these areas, but the duties must be performed by someone. You may wish to combine several areas under one committee or subdivide the duties in any one area. Your co-chairs may even pick up some of them. In the following sections, the same format is followed; i.e., an introduction giving general responsibilities followed by specific duties arranged chronologically -- Pre-Convention, Convention, and Post-Convention. You should carefully read each of these sections. You will note that Post-Convention duties are nearly the same in each case: to check with you and the Treasurer regarding any expenses incurred to enable the Treasurer to keep tight financial control, and to prepare a written evaluation for you to give to the AST. These completed evaluation forms can then be given to future host chapters. Problems your committees have are almost certain to occur again, and your experiences and solutions will be most useful information.

Arrangements Chair -- continued

One of your first and most important duties will be the selection of your committee chairs. The natural inclination is to pick seniors. Resist this, unless they will be in graduate school next year. Use juniors as chairs since they will be available through the Convention and will provide continuity on the committees. If you must use seniors as chairs, at least have a junior understudy for each senior chair so the changeover in the fall won't be too abrupt. You may wish to include a 'Miscellaneous' chair to cover items not included here or as an understudy for other chairs who must be replaced.

This handbook has been designed to assist you in maintaining control of all Convention planning. Each section contains the general instructions for that particular committee, and it is a good idea to keep a careful record of everything pertaining to that committee in that section. It is virtually impossible to remember all the details that will require your attention. Keep copies of all written matter!

Further, don't tell anyone what to do -- write notes and keep copies of them. Be sure to have minutes taken for each meeting. Action items and chairs responsible for each should be highlighted. Make copies of the general instructions for each committee. Once you have selected your chairs, you should give them a copy of the appropriate section of this handbook along with any further instructions you might have for that committee. In this way, you will know what is being worked on, the chair will know what is expected, and if the committee personnel change drastically, the new people will know where to start.

Keep blank pages in this notebook, and write a reminder to notify the AST about what has happened recently. Don't worry about bothering him with too many details, because he needs to know about the details. He may even have a suggestion or two.

The ST and AST will visit your chapter in the spring before the Convention. Show them all the facilities and introduce them to your Advisors and dean. The purposes of this visit will be to check on arrangements, to work out detailed scheduling, and to help the host chapter in any way they can. By the time of their visit, the Pre-Convention duties in each of the functional areas of this notebook should be well under way. Committee chairs are encouraged to ask any and all questions they may have.

During the summer before the Convention the AST will be in constant contact with you, asking for answers to questions, answering yours, and providing information you will need.

Arrangements Chair -- continued

In your planning, endeavor to keep as many activities as possible in one place. This saves that most valuable of commodities at a Tau Beta Pi Convention, TIME, time in setting up various areas and time lost in moving the group. In the ideal situation all meetings and meals are held in the same building. The further you are from the ideal, the more important logistics become and the higher the probability of trouble resulting from loss of time. In general, avoid close timing. It may work out, but don't rely on it.

Prepare a chart covering each event. Include time, place, person in charge, expected number, AV requirements, people assigned, food served, and special notes. Show this chart to the AST for comments.

Every year there is a discussion concerning free versus organized time. Most delegates recognize that there is a lot of work to be accomplished in a very short time. But someone always gripes about not having enough time to relax or do something else considered important, like sleep or study for next week's exam. Someone will complain equally vociferously about wasted time. But these are individual complaints which you can do nothing about. In general, if free time can be arranged, most appropriately a few extra minutes before meals, the majority of the delegates will appreciate it.

Early in August, after the preliminary attendance questionnaires are received, the AST will tell you the anticipated number of out-of-towners who expect to attend the Convention, including guests. Your final planning can then be based on more than the earlier "guesstimates." Copies of the tour information side of the questionnaires will be sent so you can plan for your Thursday morning tours.

About three weeks prior to the Convention the AST will send travel-plan information from the delegates themselves. From this you will get the precise number of out-of-towners coming to the Convention with travel information needed for the Transportation committee. The last plans will arrive with the AST (there are always a few delegates who are late sending their final reservations). The information can be provided on a floppy disk for use in a computer. Headquarters uses a database program using standard .dbf format files.

When the Convention begins your chief responsibility is to manage committees which must function during the meeting itself. Do not commit yourself to specific tasks. Have your co-chairs or committee chairs work those details. Keep yourself available to supervise the operation and handle any unforeseen problems. You need to identify problems and delegate the task if possible. It's desirable for you to attend all Convention functions to keep the show on the road.

Arrangements Chair -- continued

No two Tau Beta Pi Conventions have ever been identical. You are encouraged to make your chapter's Convention as unique as possible. However, there are some details which may be overlooked and for which you may have questions. You may find the following checklist valuable in reminding you of these details. It is arranged in the approximate order in which they should occur.

Pre-Convention *(12 - 24 months prior to the Convention)*

1. Confirm the available dates listed in your bid package for your Convention and report these to the AST. (As soon as possible after being selected as host).
2. Obtain written contracts for the sleeping and meeting rooms. You may want to convene an *ad hoc* committee to accomplish this task since you will probably not make final committee assignments until the spring before the Convention. Have the contracts sent to the AST who will handle them.
3. Approximately twelve months prior to your Convention work, you will attend the preceding Tau Beta Pi Convention. Since you will be there to observe and learn, your expenses for that Convention will be paid by the Association. On-site expenses will be paid for up to two committee chairs (Housing, Physical Facilities, or Transportation are the best) to provide an opportunity for them to work alongside their counterparts to learn.
4. Make a report to your chapter on the Convention you attended and begin thinking about the problems that will arise and the arrangements that must be made for your Convention. Obtain an estimate from your chapter of the personnel available during your chapter's Convention.

(8-10 months prior to the Convention)

5. Meet with your chapter, its Advisory Board, and the officers of the alumnus chapter in your area (if there is one) to make committee assignments (and organize your forces!).
6. Make tentative arrangements and reservations, through the appropriate committees, for meals, physical facilities, and transportation.

Arrangements Chair -- continued

(2-6 months prior to the Convention)

7. Meet with the ST and AST when they visit your campus and chapter in the spring prior to your Convention. They will want to meet with the dean and managers of the hotel or other facilities in which you have planned meals and meeting rooms. Please make appointments for these meetings and send a written schedule to the AST.
8. Make certain that the souvenirs, banner, and photographic services have been ordered and that written commitments from the various firms have been obtained.
9. Check on final reservations for meals, physical facilities, transportation, etc. Make sure that you keep in constant contact with the headquarters hotel and other facilities -- they are notorious for their turnover in personnel and the new manager may not be aware of your previous arrangements.
10. Write a letter of welcome signed by you and the chapter president dated the first day of the Convention which will be printed in the general Convention program brochure. It should be typed on your chapter's stationery and mailed to Headquarters **unfolded by June 1**. A sample letter of welcome is contained in the enclosed Welcoming Dinner program.
11. Obtain a letter of welcome from your Dean dated the first day of the Convention which will be printed inside the Welcome dinner program.

(2-4 weeks prior to the Convention):

12. Meet with your various committees and committee chairs frequently. Make sure that all arrangements have been kept up to date and that the AST is informed of any changes or modifications of existing arrangements.
13. Assist the host chapter president and the Initiation Committee in preparing for the election meeting. This chapter meeting should be held as soon as possible after the academic year at your institution has begun.
14. Organize a meeting of chapter officers and committee chairs to be held late Tuesday afternoon before the Convention with the ST and AST. Each chair's responsibilities during the meeting will be reviewed and any last minute details discussed.

Arrangements Chair -- continued

Convention

1. You should, if possible, arrange to stay in the headquarters hotel during the Convention. Perhaps you would like to room with the next year's Arrangements Chair. Your expenses will be paid by the Association.
2. Supervise the execution of all Convention plans and arrangements. You will, no doubt, have to make on-the-spot decisions concerning events which do not go according to your plans.
3. Avail yourself to the delegates of the Convention who will have a thousand-and-one questions for you to answer.

Post-Convention

1. Check with the Convention Treasurer to insure that all billings are in accord with services ordered and received and that all Association receipts for on-site ticket sales and registrations are properly recorded
2. Collect and submit completed Convention evaluation forms to the AST.

These items are not the only things which will require your attention. You will probably want to add numerous other tasks to your checklist. You will be the best judge of the priority of planning arrangements, and, by the same token, it is your responsibility to see that all of the arrangements are made and executed.

Assuming that all goes well, you will find yourself on Sunday morning, tired, satisfied with a job well done, and glad it's all finally over. But it's not. There's still the matter of wrapping up. You should work closely with the Convention Treasurer in the preparation of his summary of Convention income and expenses. And remind your committee chair to complete the evaluation forms which accompany their general instructions.

A detail often overlooked in the aftermath of a Convention is the matter of saying "thank you." You should write thank-you notes to your deans, advisors, masters of ceremonies, and any others who helped you plan and execute your Convention, please.

Finally, sit down and write your own evaluation. What has been said at the end of every other section of this booklet goes doubly for the Convention Arrangements Chair. Place particular emphasis on Convention problems and your solutions, and give any suggestions you may have for improving this handbook.

Arrangements Chair -- continued

If at any time you have questions, do not hesitate to call or write the ST or AST in Knoxville. Remember, however, that Knoxville, Tennessee, is in the eastern time zone!

ADDRESS

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Quick list of items needed by Headquarters before Convention

Due by	Item	Committee responsible
September 30 of year before	Companies for solicitation	Corporate Donations
June 1	Letter from Host chapter	Arrangements Chair
	Letter from Dean	Arrangements Chair
	Map of area for drivers	Hospitality
	MC's and other speakers for dinner	Speakers
	Thursday AM tours	Campus & Area Tours
	Writeup for use in BENT and program	Publicity
	Photos of campus and all chairs	Publicity
December 31 following	Treasurer's report	Treasurer

HOUSING

The hotel(s) were selected as part of your chapter's bid. Except for a few campuses which have on-campus sleeping facilities, the choice of accommodations is usually limited to commercial hotels in the host chapter's city. In general, the hotel(s) should provide reasonably comfortable sleeping quarters at the lowest cost. Two people per room are the usual arrangements, provided there is a separate bed for each person. Three people are possible using rollaway beds if space permits.

The availability of an adequate number of economical in sleeping rooms is a prime consideration. Three people per room may be a bit crowded, but the Convention-goers will spend relatively little time in their rooms and considerable savings can be realized if such an arrangement can be made. The AST will provide a rooming list to the hotel(s) approximately 3-4 weeks prior to the Convention

Specific duties are as follows:

Pre-Convention

1. Maintain **close** contact with the managers and important contact people of the headquarters and other hotel(s). Tell them that the ST and AST will meet with them when they visit the host chapter in the spring prior to the Convention to complete the arrangements and to make any changes that may be necessary.
2. Inform the AST of host chapter needs at least 5 weeks prior to the Convention

Convention

1. Have committee members available to handle any problems which may arise. Make sure hotel personnel can be contacted to handle unforeseen difficulties.
2. Have a member of the committee, preferably the chair, stationed near the hotel registration desk on the first day of the Convention to handle any last minute changes in reservations or other problems which may arise.

Post-Convention

1. There should be no bills from the hotel to the Treasurer; the hotel should send the bill for room charges and tax directly to Headquarters. Individuals are responsible for all personal charges. If there are charges, be sure to check with the Convention Treasurer to insure that all billings are in accord with services ordered and received.
2. Complete the evaluation questionnaire attached to these instructions and give it to the Arrangements Chair who will send it to the AST. Give particular emphasis to problems encountered and your solutions, since the success of future Conventions depends on your experience!

PHYSICAL FACILITIES

Suitable meeting and banquet rooms for the Convention is essential for a successful Convention. The Convention begins on Thursday afternoon with the first business meeting and ends with the Initiation and Awards banquet on Saturday night. Ordinarily, the Welcoming Dinner on Thursday night and any Thursday and Friday meetings are scheduled for the headquarters hotel; Saturday daytime meetings may be scheduled for the hotel or on campus; and the Model Initiation is scheduled for the campus. Thursday and Friday dinners are best held in the same location as the meetings which may be at the hotel, on campus, or elsewhere, depending on expected attendance of local people and the capacities of banquet rooms available. However, the necessity of transporting Convention-goers to the hotel to prepare for dinner, then to the dinner, then back to the hotel makes the hotel preferable for all evening meals.

It is best to leave the selection of a seating plan for a meal function to the discretion of the management of the facility. Any special arrangements for head tables will be made by the AST. Seating arrangements for business meetings are usually either theatre (chairs arranged in rows, preferable with writing arms attached) or classroom (tables with chairs on one side facing front of the room). The AST will assign meeting room based on our requirements, room availability, and facility personnel recommendations. Be sure you know not only the managers, but also who should be contacted at each point during the Convention and how to contact them.

Specific duties of the committee are as follows:

Pre-Convention

1. Contact the manager of the headquarters hotel, meeting/meal facilities, and appropriate campus officials and confirm availability of facilities listed in your chapter's Convention bid which satisfy the requirements outlined in the Room Requirements. This schedule is subject to change prior to the Convention.
2. Recommend appropriate facilities to the Arrangements Chair for approval, stating amounts of room rental charges, if any (ordinarily, hotels do not charge for the use of meeting and banquet rooms, but campus facilities often do).
3. Have written contracts, including statement of charges, if any, sent to the AST for approval. Tell them that the ST and AST will meet with them when they visit the host chapter in the spring prior to the Convention to complete the arrangements and to make any changes that may be necessary.
4. Verify receipt of packages shipped from Headquarters using list from AST.
5. Prepare directional signs to help attenders locate meeting rooms.
6. Work with the group photograph committee to secure an alternate indoor site for the photo, in the event of inclement weather.

Physical Facilities -- continued

Convention

1. Have committee members available before and after the Convention (the AST will specify exactly when) to aid in setting up the national office display.
2. Be sure directional signs are posted.
3. Have committee members available through the week to handle any problems which may arise. Make sure hotel and university personnel can be contacted to handle unforeseen difficulties.
4. Have at least one local chapter member in the Convention headquarters room between 9:00 a.m. and 12 midnight (possibly later) on Thursday and Friday and from 9:00 a.m. through 6:30 p.m. Saturday of the Convention.

Post-Convention

1. A committee member will be needed to handle shipment of materials back to Headquarters via UPS. Have the charges billed to Headquarters, **do not** ship COD.
2. Check with the Arrangements Chair and the Convention Treasurer to insure that all billings are in accord with services ordered and received.
3. Complete the evaluation questionnaire attached to these instructions and give it to the Arrangements Chair who will send it to the AST. Give particular emphasis to problems encountered and your solutions since the success of future Conventions depends on your experience!

MEALS

Food plays an important role in a successful Convention. Menus for Convention luncheons, dinners, and other events such as refreshment breaks need to be carefully considered.

The Convention meals begin with the Welcoming dinner on Thursday and end with the Initiation and Awards banquet on Saturday. Ordinarily, all Convention dinners and Friday lunch are held in the same location as the meetings while Saturday lunch may be held on campus. Usually, breakfasts are left to the individual choice of Convention-goers. However, arrangements for about 150 persons should also be made for continental breakfasts on Friday and Saturday.

In selecting menus, prices must be a prime consideration, both to keep total Convention costs as low as possible and to avoid making the Awards banquet too expensive for host-chapter initiates. Meal costs may be influenced by the type of service ordered; buffets are usually less expensive than served meals, but are logistical nightmares unless eight serving lines are provided. Unless you have a special reason for having a buffet, arrange served meals. Continental breakfasts, however, are preferable to save time. Remember that gratuity and tax must be included. Check with the food service manager for exact amounts.

Avoid serving the same entree more than once, if possible. The highlight meal function of the Convention will be the Saturday Initiation banquet; plan your most attractive entree for then. Avoid ham, pork, or fried dishes. With this predominately student group a good thing to keep in mind is, "feed them a lot!" Hotel or campus catering departments are usually willing to work out suitable menus which are reasonably priced and attractive. They usually have a reputation to keep. Special dietary needs will be compiled by the AST and provided before the Convention.

Specific duties of the committee are as follows:

Pre-Convention

1. Contact the food-service manager of the meal facility at least 9 months before the Convention and obtain menus and prices, including taxes and gratuities and policies regarding guarantees for the five meal functions and two breakfasts.
2. Recommend menus to the Arrangements Chair for approval, stating prices, taxes, gratuities, and policies regarding guarantees. Send these recommendations to the AST **prior to the spring inspection visit.**
3. Notify the food-service manager of the selections and obtain written contracts for the services ordered, including all charges. Have catering sheets sent to the AST for approval. Tell the managers of the food services selected that the ST and AST will meet with them to complete arrangements when they visit the host chapter in the spring prior to the Convention.

Meals -- continued

Convention

1. On Tuesday, provide the AST with the number of host chapter members planning to attend each meal and the number of banquet tickets sold so an accurate guarantee may be prepared. At the times specified by the food services (usually 24 to 48 hours in advance of each meal) the AST will give guarantees to the food service supplying the meal. Note: **Never** guarantee more than the number of tickets sold plus the number of tickets given to guest speakers, etc. Too high a guarantee means meals not eaten must be paid for. It is always possible to obtain additional meals; hotels usually are prepared to serve 5 to 10 percent of the guarantee.
2. The AST will provide a list of special dietary needs to the meal facility.
3. Have 5 to 6 committee members available at least 1 hour prior to each meal function to obtain accurate counts of meals actually served, to assist the Treasurer in collecting meal tickets, and to handle any problems which may arise (for example, audio-visual aids equipment required by some speakers may require attention or operation).

Post-Convention

1. Check with the Arrangements Chair and Treasurer to insure that all billings are in accord with services ordered and received.
2. Complete the evaluation questionnaire attached to these instructions and give it to the Arrangements Chair who will send it to the AST. Give particular emphasis to problems encountered and your solutions since the success of future Conventions depends on your experience!

TRANSPORTATION

The Transportation Committee is responsible for making arrangements for all **local** transportation which will be required by the more than 400 out-of-town Convention-goers. The committee is **not** responsible for getting Convention-goers to the city where the host chapter is located; they must make their own arrangements. An exception to this general rule is when there is little or no scheduled airline transportation available to the host chapter's city. In such situations the Transportation Committee usually has arranged chartered buses or other special transportation to Convention headquarters from the nearest, easily accessible large city. Under **no** circumstances should a Transportation Committee consider chartering airplanes; Tau Beta Pi's attorney advises that the Association would be liable for any mishaps which might occur under such an arrangement. This opinion does not apply to buses because bus companies carry liability insurance for charter service.

Much of the work of the Transportation Committee will necessarily be accomplished prior to the Convention, the earlier the better. National officers usually arrive Wednesday afternoon and evening. A few will arrive on Thursday. Special arrangements for those not arriving with groups of students on Wednesday and for Laureates arriving on Friday or Saturday should be made. The AST will provide arrival and departure information as soon as it becomes available.

Specific duties of the committee are as follows:

Pre-Convention

1. Obtain transportation requirements from the Arrangements Chair and keep him or her fully informed about all of the Transportation Committee's activities. There are two general types of local transportation :
 - A. Airport -- Attenders begin arriving on Wednesday with most arriving in the evening. Arrivals on Thursday are in the morning and early afternoon. Arrangements will be needed to transport them to the hotel. Nearly all will depart Sunday morning. This will be a crunch time for transportation. Chartered buses are the solution for long distances or peak periods. Vans may be able to handle lighter periods especially if the distance to the airport is short. National officials and Laureates may arrive or depart at times outside the usual pattern. Arrangements for them should be made based on information provides by the AST.
 - B. On-site -- Between the headquarters hotel and campus or other locations where Convention functions are held (most business meetings and meal functions will take place either on campus or at the Headquarters hotel). Again, chartered buses are the usual answer for peak demand. Off peak shuttles can be handled by vans.

Pre-Convention

2. Obtain price quotates and make a recommendation (preferably in writing) to the Arrangements Chair. Price quotations may be affected by the number of carriers in the city, the time of day the buses are needed, the length of time for which the buses are needed, and the number of buses available. The number of buses required will depend on the distance between the headquarters hotel and the campus and the time allowed in the Convention schedule for moving the group. For a hotel near the campus, one or two buses operating in shuttle fashion may be adequate; for a campus far from the hotel(s), six buses may be needed.
3. Obtain a contract from the carrier selected. Be sure that all aspects, including times the service is to be supplied, number of buses, and costs are stated in black-and-white, so there can be no misunderstanding. All bills for service are to be sent to the Treasurer. Be sure to give a copy of the written agreement to the Treasurer and the AST.
4. Determine the most rapid and economical way to get from the various terminals serving your city to the hotel(s), and give this information to the Arrangements Chair and the AST.
5. Make arrangements to have members of the committee stationed at a central location in the airport to advise delegates of transportation to the hotel(s) and to help with any special problems which may arise. Provide instructions at the information counter in the airport for delegates who arrive too early or too late to be met by members of the committee. Work with the Hospitality committee to be sure anyone arriving at the airport knows how to get to the hotel!
6. Make arrangements for communications between drivers, committee members at the airport, and the hotel(s). Radios or cellular phones, if available, are especially helpful. Have the number of a nearby pay phone available for the AST and Arrangements Chair and be sure someone is nearby to answer it.
7. You may want to prepare a questionnaire, similar to the following sample, for distribution the first day of the Convention. Complete the form for each attender using information provided by Headquarters and request attender to return only if changes are made. From the information provided, the committee can fine tune the arrangements, such as chartered buses, for the most efficient and economical transportation of Convention-goers to the various terminals on Sunday morning.

Transportation Committee -- continued

INFORMATION FOR HOST CHAPTER TRANSPORTATION COMMITTEE

Please fill in the upper part of this form and the top line of the lower part. The Host Chapter Transportation Committee will collect the information, will make a reservation for your transportation to the point of departure specified, and will return the lower part of this sheet to you.

Name _____ Chapter _____ Hotel Rm. No. _____

My departure is from _____ at _____ on _____
(airport) (time) (date)

Name _____ Chapter _____ Hotel Rm. No. _____

A reservation has been made for you to _____ on _____.
(terminal) (date)

Your transportation will be by _____ and will leave at _____
(bus, van, etc.) (time)

from _____
(place)

If you have any questions or problems, a member of the Transportation Committee
will be at _____ to help you.
(place) (time)

Transportation Committee -- continued

Convention

1. Approximately 150 Attenders will arrive Wednesday afternoon and evening of the Convention. Members of the Transportation Committee should handle local transportation for these persons.
2. Have members of the committee stationed at the airport in a central location on the opening day of the Convention to welcome Attenders and to direct them to their ground transportation. A final list of expected arrival times will be given to the Arrangements Chair by the AST on Tuesday.
3. Be sure all vans are equipped with spare tires and the tools to change a flat. Also, provide appropriate maps and directions.
4. If you have chosen to use transportation-questionnaires, distribute them to all Convention-goers on the first day of the Convention; collect them on the second day. Confirm the transportation needed, fill in the lower part of the form, and return it to each Convention-goer by Saturday afternoon. One way to return them is to tape them to hotel room doors; another is to leave them in each Convention-goer's box at the hotel desk.
5. Have a committee member available, preferably the chair, to handle any problems which may develop with transportation between the hotel and campus.
6. Have a committee member available on the last day of the Convention to handle any last-minute changes in reservations for ground transportation to the airport and to supervise departure of the Convention-goers.
7. Secure the use of a station wagon or minivan throughout the Convention. Have a driver available for it at all times. Have a central location and sign-out for the van keys, etc. This eliminates the need to search for the last driver.
8. Use the travel information provided by Headquarters to prepare a schedule for the buses. Last minute changes may be necessary based on changes in travel plans. Laureates may arrive Saturday.

Post-Convention

1. Check with the Arrangements Chair and Treasurer to insure that all billings are in accord with services ordered and received.
2. Complete the evaluation questionnaire attached to these instructions and give it to the Arrangements Chair who will send it to the AST. Give particular emphasis to problems encountered and your solutions since the success of future Conventions depends on your experience!

REGISTRATION

The Registration Committee is charged with the important tasks of properly registering all delegates, alternates, and visitors for the Convention and with selling tickets for Convention functions, under the direction of the Treasurer. The committee should be composed of at least four members or electees.

The registration function is a two-pronged operation:

- Local - involving distribution of name tags, programs, etc., sale of meal tickets, and room assignments.
- National - involving collection of Convention credentials and registration forms and distribution of materials supplied by Headquarters.

Specific duties of the committee are as follows:

Pre-Convention

1. With the assistance of the Physical Facilities Committee, reserve space in the Convention hotel from 6:00 p.m. to midnight on Wednesday and from 9:00 a.m. to 5:00 p.m. on Thursday for registration. Registration moves to the headquarters room once the Convention opens.
2. Prepare packets of host chapter information (programs, maps, etc.) for distribution during registration.
3. Obtain Convention ticket booklets and individual tickets from the Convention Treasurer for sale during registration and at meal functions. The Treasurer and Registration Committee should keep a list of all ticket booklets and individual tickets sold or distributed. This list should at least include ticket (or book) number, name and chapter of the ticket holder, amount collected, etc. Such a list will account for all tickets and provide a check for money collected.
4. Make arrangements with the Treasurer to sell tickets for each major meal function at the door of the banquet room.
5. The AST will provide detailed instructions on registration to the committee chair the day before the Convention opens.

Registration Committee -- continued

Convention

1. Have 5 to 6 committee members at the registration desk during registration to distribute host-chapter and headquarters informational materials, to sell tickets, and to collect Convention credentials and registration forms.
2. Have a committee member available in the headquarters room Thursday night and Friday morning to handle registration of late-arriving delegates.
3. Be aware of delays which will impact arrivals.
4. Attendance slips should be completed on the bus or van from the airport. Coordinate this with the Transportation committee.

Post-Convention

1. Check with the Arrangements Chair and the Treasurer to insure that all billings are in accord with services ordered and received.
2. Complete the evaluation questionnaire attached to these instructions and give it to the Arrangements Chair who will send it to the AST. Give particular emphasis to problems encountered and your solutions since the success of future Conventions depends on your experience!

REGISTRATION INSTRUCTIONS

1. Have every Convention attender, member and non-member alike, complete an attendance slip. This is required by the laws of Tennessee, where Tau Beta Pi is incorporated. Check each person's name off the printed attendance list, adding any names which do not appear on the list, crossing out any which are authoritatively reported as not planning to attend. The delegates list is in chapter order.
2. Official collegiate chapter and alumnus chapter delegates must present the top half of their Credentials. Find the bottom half in the stack of Credentials brought from Headquarters and staple it to the top half. Verify that the person presenting the Credentials is either the voting-delegate or alternate listed.

If not, the ST or AST must be notified so that he may validate a new Credentials, which must be filled out. Be sure that the correct official delegate's name appears on the attendance list of official delegates. National officers do not have Credentials.

If a delegate has forgotten their Credentials, a new one must be completed. The ST or AST must be notified so he may validate them.
3. Set up registration in stations: 2 for Voting delegates; 1 for Non-voting delegates; 1 for Advisors, National officials, and others.
4. Give the registrants their badges and information packets. Several types of badge holders are available for those who do not prefer the pocket-insert type.
5. Registration and meal tickets (along with badges) are given without charge to national officers, chapter advisors, collegiate and alumnus chapter voting-delegates, and others who have pre-paid their registration fees. These are identified on the attendance list.

Non-voting delegates, alumnus visitors, petitioning society representatives, and non-member guests may buy registration and meal ticket booklets. Tickets for individual meals, rather than an entire booklet, may be purchased if the individual does not plan to attend all of the meal functions. Those non-member guests (spouses, etc.) participating in the guests' tours on Friday and Saturday will probably purchase tickets only for the Thursday, Friday, and Saturday dinners.

Keep an accurate tally of the ticket booklets and individual tickets sold, listing the ticket number, name and chapter of ticket holder, and the amount collected. The Convention Treasurer will need a copy of this list in order to compile the statement of revenues and expenditures, and headquarters will need a copy for its accounting records.
6. Keep a tally of those who wish to tour your engineering departments on Saturday afternoon.

Registration Instructions -- continued

7. Attenders paying for their own tickets (including those billed to a chapter) who arrive late on Thursday, after the Thursday dinner, should have the price of the Thursday dinner ticket deducted from the booklet price. No refunds are provided to those who miss a meal.
8. **All** host chapter members who plan to attend a business meeting must fill out an attendance slip. According to the laws under which Tau Beta Pi is incorporated, anyone who attends any business meeting must be listed in the Convention minutes.

TREASURER

The Treasurer is responsible for handling and accounting for all receipts and expenses at the site of the Convention. The Treasurer must authorize all expenditures of the host chapter arrangements committees, pay all bills incurred in connection with the Convention, and be responsible for the collection and recording of all moneys during the Convention. Finally, a reconciliation of all financial transactions must be sent to headquarters within eight weeks after the Convention.

The Treasurer need not be bonded unless he or she feels he should be for his or her own protection. Fiscal economy must be practiced at all times to insure that the student-paid money for Convention expenses is most advantageously used.

Specific duties of the Treasurer are as follows:

Pre-Convention

1. Establish a checking account in the name of the "The Tau Beta Pi Association -- Convention Fund." The Treasurer should be the only person authorized to make deposits and withdrawals. The account should be entirely separate from the host chapter's regular bank account.
2. Obtain a Convention advance from the AST for deposit to the account to cover pre-Convention expenses. Such expenses may be advance purchases of souvenirs, advance hotel deposit, or other items. Budgetary limits are left to the Treasurer's judgment and should be guided by the financial reports of previous Treasurers, which are attached to the general instructions, and by recommendations from the AST.
3. Make arrangement for advance sale of meal tickets to local people and for distribution of free tickets for speakers and special guests. Free meal tickets should be issued only with the approval of the Arrangements Chair, the ST, or the AST.

Convention Treasurer -- continued

Convention

1. Be responsible for the sale of tickets and for depositing money collected in the Convention checking account. The Treasurer and Registration Committee must keep a list of all ticket books and individual tickets sold or distributed. This list should include ticket (or book) number, name and chapter of the ticket holder, and amount collected.
2. The ST will establish the guarantee for each meal function based on the number of complete ticket books sold; the number of individual tickets sold; estimate of door sales; and the number of tickets given to guests such as speakers, university officials, and host chapter officers who must attend the meal.
3. Meal tickets may be purchased by non-members for meals they plan to attend.
4. Make arrangements with the Meals Committee to collect tickets at each meal function in order to check the accuracy of food service bills. This is best accomplished at the tables.
5. Be available to write checks in payment of any last-minute expenditures.
6. The Meals Committee should count the tickets as soon as they are collected to verify the food service's count. These counts must be given to the AST before the end of the Convention.

Post-Convention

1. Check with the Arrangements Chair to insure that all billings are in accord with goods and services ordered and received.
2. Pay all Convention bills by November 30 and close the bank account after all checks have cleared.
3. Send to the AST **no later than December 30** a detailed, itemized financial statement of Convention receipts and expenditures accounting for all revenue and expenses.
4. Transmit any money remaining in the Convention bank account to Headquarters with the financial reconciliation, or request the amount needed to pay any outstanding bills from headquarters.
5. Complete the evaluation questionnaire attached to these instructions and give it to the Arrangements Chair who will send it to the AST . Give particular emphasis to problems encountered and your solutions since the success of future Conventions depends upon your experience!

HOSPITALITY

The purpose of a Tau Beta Pi Convention is to accomplish the business of the Association. Most delegates will soon forget the volume of work done in the business sessions; they will long remember the efforts of the host chapter to make their stay as pleasant as possible. For this reason, it is important to make a good first impression. Greeting Convention-goers at the airport and providing directions and a friendly face will start their experience properly. This is especially important if the hotel and meeting facilities are a long bus ride away.

In essence, the entire membership of the host chapter is the Hospitality Committee. Each host chapter committee -- housing, registration, meals, transportation, etc. -- is concerned with solving problems for the delegates, leaving them free to concentrate their attention on the business of the Convention. These are the functions the delegates expect a host chapter to perform. The host chapter should always be on the lookout for opportunities to be of service to the delegates.

Be sure your committee members are well briefed on procedures, especially how to register an attender. Information on transportation, meeting room location, schedule, and any changes should be available.

If chapter funds allow, buttons or shirts should be purchased to help identify chapter members.

Specific duties of the committee are as follows:

Pre-Convention

1. Provide a reasonably detailed map of the area to the AST **by June 1** for those arriving by car. The map will be mailed by Headquarters.
2. Be prepared to deal with specific problems that delegates will encounter. Prior to the Convention the committee should work with the Arrangements Chair, Treasurer, and other committees to find ways to solve the problems.
3. Be sure you have adequate numbers of people, especially for Sunday AM.

Convention

1. The committee is responsible for setting up and managing an information booth at the local airport and staffing the headquarters room throughout the Convention. A sign-up sheet blocked off with times to serve will assure a proper distribution of "go-fers" throughout the meeting.

Hospitality Committee -- continued

Post-Convention

1. Check with the Arrangements Chair and Treasurer to insure that all billings are in accord with services ordered and received.
2. Complete the evaluation questionnaire attached to these instructions and give it to the Arrangements Chair who will send it to the AST. Give particular emphasis to problems encountered and your solutions since the success of future Conventions depends on your experience!

INITIATION

Tau Beta Pi's Bylaws require the staging of a model initiation for the instruction of delegates. The actual ceremony is under the direction of the Convention Rituals Committee and the Director of Rituals, who will use your initiation equipment and will appoint the members of the initiation team. The host chapter is responsible for providing the electees to be initiated, preferably students and alumni, through its Initiation Committee.

The election procedure for candidates to be initiated at a Convention is no different from any other regular fall election, except that the initiation will occur **earlier** than normal. The Secretary-Treasurer will place special rush orders for keys and certificates, if necessary, and will do all possible to aid the host chapter in preparing for the model initiation.

Specific duties of the committee are as follows:

Pre-Convention

1. Supervise election of people to be initiated at the Convention. Lists of eligible candidates must be obtained as early in the term as possible usually before the term begins. Reports of Eligibility and Election along with catalog cards must be sent to Headquarters promptly. You may not be able to wait for summer grades to be included in the grade average computations. In that event, just submit the Report of Eligibility based on grades up to your spring term.
2. Work with the Physical Facilities Committee on the selection of a room suitable for the model initiation.
3. If there are other chapters in the immediate area of the host chapter, invite them to have their fall electees also initiated at the Convention.
4. If there is an alumnus chapter in the area, ask its members to suggest possible alumnus and eminent-engineer candidates.

Convention

1. Have committee chair present at the first meeting of the Convention Rituals Committee to advise it of preparations for the model initiation and to coordinate any joint initiation involving other chapters.
2. Have all candidates present one hour prior to the initiation and work with the Rituals Committee in the staging of the ceremony. Have committee members available to set up the initiation equipment.
3. Conduct the host chapter's usual features (awards to initiates, etc.) at the Convention initiation banquet.

Initiation Committee--continued

Post Convention

1. Check with the Arrangements Chair and the Convention Treasurer to insure that all billings are in accord with services ordered and received. Special expenses which the host chapter would not have incurred from an ordinary initiation are to be paid for by the Convention. Routine initiation expenses are to be paid for by the host chapter.
2. Complete the evaluation questionnaire attached to these instructions and give it to the Arrangements Chair who will send it to the AST. Give particular emphasis to problems encountered and your solutions since the success of future Conventions depends on your experience!

SPEAKERS

The Convention Speakers Committee is responsible for obtaining individuals to deliver welcoming messages at the Thursday dinner, farewell messages at the Saturday dinner, and masters of ceremony and invokers for the Thursday, Friday, and Saturday dinners. The Executive Council of Tau Beta Pi is responsible for obtaining any "main speakers" for any of the meals.

Specific duties of the committee are as follows:

Pre-Convention

1. If it is the local custom at your chapter to have an invocation before your dinner, then you should arrange for it. The invocation should appeal to those of all faiths. Let the AST know of your decision whether yes or no.
2. The welcoming and farewell messages will total five minutes in length.
3. Obtain the following and send to the AST **by June 1**:

For Thursday dinner (Welcoming)

1. Master of ceremonies (usually the Arrangements Chair)
2. Welcomer on behalf of your university (usually the president)
3. Welcomer on behalf of your college of engineering (usually your dean)
4. Welcomer on behalf of your chapter (usually the president)

For Friday dinner (Advisors)

1. Master of ceremonies (usually your chief advisor)

For Saturday dinner (Initiation and Awards Banquet)

1. Master of ceremonies (traditionally the Secretary-Treasurer Emeritus)
2. Fareweller on behalf of your university (usually a vice president)
3. Fareweller on behalf of your college of engineering (usually your dean)
4. Fareweller on behalf of your chapter (usually the president)

Convention

1. The AST will send instructions to all masters of ceremonies prior to the Convention. He will send copies of the instructions to all speakers.

Post-Convention

1. Complete the evaluation questionnaire attached to these instructions and give it to the Arrangements Chair who will send it to the AST. Give particular emphasis to problems encountered and your solutions since the success of future Conventions depends on your experience!

HEADTABLE SEATING

One or two host chapter members should be responsible for headtable seating at Convention meal functions. Their duties must be exactly performed if the Convention is to run smoothly.

Specific duties of the committee are as follows:

Pre-Convention

1. The AST will provide you with a headtable seating chart for each evening meal. He will give you completed place cards and will also provide blank place cards for any last-minute changes.
2. Give copies of seating charts to any local people scheduled to serve as masters of ceremonies.

Convention

1. The committee should be present at each evening meal function to:
 - a. Distribute the place cards at the appropriate positions on the head tables.
 - b. Guide them to their places at the start of the meal.
 - c. Handle any last-minute changes in seating arrangements.

Post-Convention

1. Complete the evaluation questionnaire attached to these instructions and give it to the Arrangements Chair who will send it to the AST. Give particular emphasis to problems encountered and your solutions since the success of future conventions depends on your experience!

DUPLICATION

The Duplication Committee is charged with printing and distributing material at the Convention.

The committee must provide information to the AST for insertion in the programs. It must also arrange for duplication equipment for the Convention committees. Committee use may run late at night on both Thursday and Friday. It must print a list of initiates to be inserted in the Initiation Banquet program. Finally, it is responsible for distributing programs at the Thursday and Saturday dinners.

Specific duties of the committee are as follows:

Pre-Convention

1. Secure the use of a minimum of three computers with word processing software, one or two printers, and one copier (or have copy facilities nearby). IBM Corp. or Apple Computer, Inc., will often donate the use of equipment.
2. Establish an account with your local Kinkos or other quick copy store.

Convention

1. Have computers and copier available in the headquarters room on both Thursday and Friday for use by committees to prepare resolutions or other materials for the business meetings. Computers need to be accessible by Convention committees late each night.
2. Be prepared to make late night runs to copy resolutions for distribution at the next day's business meeting. A transparency of each will be needed as well. Be prepared to make frequent runs to your local copy store if a copier is not available during the day.
3. Assist the Initiation Committee in printing a complete and correct list of your chapter's initiates. This list should be inserted in the initiation banquet programs.

Post-Convention

1. Check with the Arrangements Chair and Treasurer to insure that all billings are in accord with services ordered and received.
2. Complete the evaluation questionnaire attached to these instructions and give it to the Arrangements Chair who will send it to the AST. Give particular emphasis to problems encountered and your solutions since the success of future Conventions depends on your experience!

SOUVENIR

The Souvenir Committee is responsible for obtaining a small, inexpensive Convention souvenir to be given to all Convention-goers. A quantity of 350-400 is needed, and should cost no more than \$5.00 each. The souvenirs will be paid for by the national Headquarters.

Every Convention tries to provide a souvenir that is different and unique to its host institution or its area. Past souvenirs have been a paperweight, a wallet, a notepad folder, a portfolio, or a mechanical pencil, because of the cost limitation. These have been suitably emblazoned with the Bent, the seal of the host institution, and the date and place of the Convention.

The specific duties of the committee are as follows:

Pre-Convention

1. Begin selection of a souvenir as early in the year as possible. Remember, your order will be small (350 to 400) and probably special (at least imprinted); if you are able to place your order early, the supplier may be able to schedule production for a slack period, at a savings. Rush jobs cost more.
2. Investigate the possibility of getting the souvenir sponsored by a local industry. It is permissible for such a sponsor's name to appear on the souvenir, but no other strings should be attached to the donation. Often, the host's college of engineering has sponsored the souvenir.
3. Once the choice has been made, obtain the approval of the Arrangements Chair and Treasurer.
4. Inform the AST of the selection who will provide a more accurate estimate of the number of souvenirs needed and give final approval.
5. Place the order with the supplier. If the souvenir is to be imprinted or is special in other ways, ask to see samples before final production is started. Your chapter may wish to order and purchase extra souvenirs for use as thank yous.

Convention

1. Distribute the souvenir at registration. If the souvenir is a notebook, mechanical pencil, or folder, delegates can use it throughout the Convention. Furthermore, this distribution procedure eliminates the possibility of giving souvenirs to those who have not paid the registration fee.

Souvenir Committee -- continued

Post-Convention

1. Return extra souvenirs to the national Headquarters.
2. Check with the Convention Arrangements Chair and the Convention Treasurer to insure that all billings are in accord with services ordered and received.
3. Complete the evaluation questionnaire attached to these instructions and give it to the Convention Arrangements Chair for transmission to the ST. Give particular emphasis to problems encountered and your solutions since the success of future conventions depends on your experience!

BANNER

A banner is needed at each Convention to be used for meetings and identification in the group photograph. Host chapters have found other uses for the banner, such as displaying it in the Convention hotel lobby as a means of leading Attenders to the registration area and for general publicity.

The 1984 host chapter, Arizona Beta, prepared a permanent banner with the words "Tau Beta Pi National Convention." Chairs need to prepare only a small, supplemental banner with the names of the host institution, chapter and year. The Banner Committee is responsible for obtaining a supplemental banner and for appropriately displaying the full banner during the Convention.

Specific duties of the committee are as follows:

Pre-Convention

1. Obtain bids from sign painters (some host chapters have assigned preparation of the banner to their fall electees -- it is usually better from a quality viewpoint, and no more expensive, to have the job done by a painter). The permanent banner is 3 feet high by 15 feet wide. The supplemental banner should be sized to fit in the area allowed on the main banner. Lettering should be brown on white. The material used should be the least expensive available that will withstand one week of wear and tear; common kitchen oilcloth is most often used. Be sure that any reproduction of the Bent insignia is in correct proportions (see Constitution Article I, Section 3). A full-scale drawing is available from Headquarters.
2. Select a painter and obtain the approval of the Convention Arrangements Chair and the Convention Treasurer before placing your order.

Convention

1. Display the banner at registration and at other appropriate times during the Convention (i.e., at the major meals).
2. Be sure to have the banner available during the Convention group photograph. Beware of those who would 'steal' the banner.

Post-Convention

1. Check with the Arrangements Chair and Treasurer to insure that all billings are in accord with services ordered and received.
2. Complete the evaluation questionnaire attached to these instructions and give it to the Arrangements Chair who will send it to the AST. Give particular emphasis to problems encountered and your solutions since the success of future Conventions depends on your experience!

GROUP PHOTOGRAPH

It is customary and traditional in Tau Beta Pi to have a group photograph taken at each Convention. The Group Photograph Committee is responsible for selecting a photographer and for distributing finished prints during the Convention.

Specific duties of the committee are as follows:

Pre-Convention

1. Select a photographer based on the following criteria:
 - A. Quantity: approximately 400 8" x 10" glossy prints.
 - B. Speed: the photograph is normally taken before the first Convention luncheon on Friday and prints must be delivered 24 hours later. This requirement requires a well-equipped professional photographer or a university photo service, if such is available. Tell the photographer that the Convention banner, to be used in the photo, will supply all necessary identification; no lettering will be required on the negative.
 - C. Cost: at recent Conventions the cost of the photograph has ranged from \$3.00 to \$3.50 per print. Needless to say, you should select the least expensive reputable photographer you can find.
2. After you have made your selection, obtain the approval of the Arrangements Chair and Treasurer and decide upon an appropriate place to take the picture near the meeting site. Plan on having at least 350 persons in the photo. A wide flight of steps provide a good platform on which to align them up. Make stand-by plans for an indoor location in case of rain.
3. Inform the AST of the selection and the photo location. A more accurate estimate of the number of prints needed and the scheduled time for the photograph will be provided.
4. Place your order with the photographer, specifying the time the photo is to be taken, the location, the number of prints needed, and the time by which delivery must be made.

Convention

1. Be present to aid in taking the photograph.
2. Receive finished prints and distribute them to Convention-goers on Saturday.

Group Photograph Committee -- continued

Post-Convention

1. Check with the Arrangements Chair and the Convention Treasurer to insure that all billings are in accord with services ordered and received.
2. Complete the evaluation questionnaire attached to these instructions and give it to the Arrangements Chair who will send it to the AST. Give particular emphasis to problems encountered and your solutions since the success of future Conventions depends on your experience!

GUESTS' PROGRAM

The Guests' Program Committee has the dual responsibility of making the Convention an enjoyable experience for the guests' of Convention-goers and of providing suitable table decorations for meal functions. The usual budget for the Guests' Program is \$400.

Out-of-town guests at Tau Beta Pi Conventions will number from 5 to 20, depending upon attractions of the host-chapter city and its proximity to other chapter cities. The AST will be able to provide the committee by August 1 with names and addresses of guests who have indicated that they might attend the Convention. Their attendance may be stimulated by descriptions of points of interest in the host-chapter city, tentative schedules of events planned, and letters of invitation from the Committee. Such material may be mailed directly by the committee, or, if the Committee prefers, the AST will gladly include it with instructional material he will send to the delegates' guests. The exact number of visiting guests and their names will not be known until just before the Convention when all reservations have been received by the AST.

Specific duties of the committee are as follows:

Pre-Convention

1. Reserve a room in the headquarters hotel, through the Housing Committee, to be used as a hospitality center and a meeting place for visiting guests throughout the Convention.
2. Plan a "flexible" schedule for Friday and Saturday from 9:00 a.m. to 5:00 p.m.; "flexible" meaning a number of options from which the visiting guests can decide for themselves what they want to see and do while the members are in business meetings.

Informal luncheons (dutch treat) should be planned for Friday and Saturday; Convention luncheons on those days are essentially extensions of the business meetings. Guests are welcome at all Convention meal functions, but usually they prefer to attend only the evening dinners.

Guests' programs have included tours of historical or natural points of interest, shopping tours, etc. In short, the committee should plan a schedule which, in its judgment, will most interest visitors. If events requiring transportation are planned, the Treasurer will reimburse committee members for out-of-pocket expenses incurred in the use of their automobiles.

Occasionally visiting guests have brought small children with them. It may be wise to have a list of reputable sitters available.

Copies of previous Guests Program schedules are available from the AST to show the committee what has been done and to suggest ideas for its program.

Guests' Program Committee -- continued

3. Plan table decorations for the three dinners. Flowers are the most frequently used decorations; they are both attractive and economical since they can be used several times if arrangements can be made with the management of the banquet rooms for preservation of floral arrangements.

In short, decorations can be as simple or as elaborate as the committee wants to make them, within its budget. Bills for supplies or services ordered should be sent to the Convention Treasurer for payment.

Convention

1. Have committee members stationed at registration to welcome the guests as they arrive and provide information on available tours.
2. Have committee members available to arrange table decorations for each of the three evening banquets.
3. Meet with the visiting guests after the welcoming dinner to finalize the schedule for the next three days.
4. Have committee members available to serve as hosts for the various functions on the schedule.

Post-Convention

1. Check with the Arrangements Chair and Treasurer to insure that all billings are in accord with services ordered and received.
2. Complete the evaluation questionnaire attached to these instructions and give it to the Arrangements Chair who will send it to the AST. Give particular emphasis to problems encountered and your solutions since the success of future Conventions depends on your experience! Be sure to include samples of program schedules and advance publicity. And do not hesitate to suggest how future guests' programs or these instructions to the committee might be improved.

CAMPUS AND AREA TOURS

A tour of the host chapter campus is an excellent opportunity to show off your college, but it need not be long nor involved. The best time for a tour is following the model initiation and before the banquet.

Specific duties of the committee are as follows:

Pre-Convention

1. Decide what parts of your campus you want to show to the delegates and make arrangements for guides. If you plan a tour of the entire campus, your local Alpha Phi Omega chapter may be glad to furnish guides. If you plan to take the delegates through the engineering buildings only, your own chapter members or fall electees will be better guides.
2. If you plan to offer tours of your area on a voluntary basis for those Convention-goers who arrive Wednesday night, investigate available local attractions (plant tours, etc.) and determine the cost of the tour for an individual delegate. Then notify the AST **by June 1**, who will inform the delegates and get an expression of interest from them.
3. Shortly before the Convention, the AST will give you an approximate number of delegates interested in pre-Convention tours so that you may make arrangements accordingly.

Convention

1. Have host chapter members available for any area tours planned.
2. Have guides available at the proper time for campus tours.

Post-Convention

1. Check with the Convention Arrangements Chair and the Convention Treasurer to insure that all billings are in accord with services ordered and received.
2. Complete the evaluation questionnaire attached to these instructions and give it to the Convention Arrangements Chair who will sent it to the AST. Give particular emphasis to problems encountered and your solutions since the success of future Conventions depends on your experience!

PUBLICITY

The major responsibility of the Publicity Committee is to stimulate attendance of area alumni, faculty members, and host chapter members at Convention events, particularly evening meals. The impact of the Convention on your school and the resulting good publicity for both your chapter and Tau Beta Pi are not to be overlooked, and full advantage of the opportunity should be taken. The mechanics of the committee's operations vary from Convention to Convention, depending on host chapter circumstances.

Specific duties of the committee are as follows:

Pre-Convention

1. The major publicity for the Convention will appear in the Summer BENT and the September BULLETIN. The ST and AST will visit the host chapter in the spring prior to the Convention. During this visit, the committee should provide glossy photographs of campus landmarks, the engineering buildings, and other buildings where Convention functions are to be held for use in THE BENT and BULLETIN. Such photographs can usually be obtained from your school's public relations office. Also, the committee should send photographs of campus and the committee chairs and a 750-word historical sketch of your school to the AST by June 1.
2. Provide your school's public relations director with the national Headquarters telephone number. The public relations director may have suggestions for local publicity or questions about Tau Beta Pi which can more easily be answered by the ST than by host chapter members.
3. Mail letters to area alumni, including faculty members, inviting them to attend Convention functions. Be sure to include a schedule of Convention events and meal ticket prices, including from whom tickets may be purchased in advance of the Convention (usually the Treasurer).
4. Personally invite faculty members to attend Convention functions.
5. Visit with the editors of campus and local newspapers and provide them with any information about the Convention which they may wish to publish. Invite them to have reporters and photographers present at meal functions and special events, especially if noteworthy persons are to speak; offer to provide free meal tickets for any reporters and photographers assigned to cover the Convention. Tau Beta Pi's President or other National Officers are available for interviews.
6. Regularly remind your chapter members of your upcoming Convention.

Publicity Committee -- continued

Convention

1. Remind campus and community newspaper editors of dinners, special functions, and noteworthy speakers early on the day before the event.

Post-Convention

1. Prepare a publicity release about the entire Convention for distribution to campus and local newspapers. The ST will prepare a release a few days after the Convention. You may wish to modify this release rather than write your own.
2. Assist the Arrangements Chair in writing "thank you's" to the speakers and other dignitaries involved in the Convention.
3. Check with the Arrangements Chair and Treasurer to insure that any billings are in accord with services ordered and received.
4. Complete the evaluation questionnaire attached to these instructions and give it to the Arrangements Chair who will send it to the AST. Give particular emphasis to problems encountered and your solutions since the success of future Conventions depends on your experience!

CORPORATE DONATIONS

The purpose of the Corporate Donations Committee is to assist the Executive Council and Headquarters staff in obtaining contributions from local industries to help defray the costs of holding the national Convention. The Association asks for contributions from companies, but not individual members, because alumni are asked in the Association's annual campaign.

The committee is responsible for compiling a list of names and addresses of area companies that have the potential of contributing \$500 or more in cash or services. We suggest that you consult with your dean of engineering, advisors, and placement directors to help obtain the list. In addition to the addresses, we need the names and titles of specific persons to write to, preferably members of Tau Beta Pi, who have the authority to authorize gifts on their companies' behalf. Gifts will be acknowledged in the Convention program, THE BENT, and THE BULLETIN

We encourage cash contributions but will accept worthwhile in-kind gifts. Past in-kind gifts have included the use of buses, copying machines, and computers.

The letters requesting contributions will be sent from Headquarters with instructions to send all gifts directly to Headquarters, in keeping with Internal Revenue Service guidelines regarding tax-deductible contributions. The national Association is classified under I.R.S. Section 501(c)(3), which allows gifts to the national organization to be tax deductible by the contributor. Our chapters are classified differently.

Pre-Convention

1. Approximately one year before the start of your Convention, compile the list of area companies. Send this list directly to Headquarters **by September 30**.
2. Headquarters will keep you posted on the total amount of gifts received. If any contributors request special arrangements for their in-kind contributions, Headquarters will pass along such requirements to you.

Post-Convention

1. Check with the Arrangements Chair and Treasurer to insure that all your committee's expenses are billed in accord with services ordered and received.
2. Complete the evaluation questionnaire attached to these instructions and give it to the Arrangements Chair who will send it to the AST. Give particular emphasis to problems encountered and your solutions since the success of future Conventions depends on your experience!

